



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

David Coss, *Mayor*

Councilors:

Miguel M. Chavez, Mayor Pro Tem, Dist. 3

Patti J. Bushee, Dist. 1

Chris Calvert, Dist. 1

Karen Heldmeyer, Dist. 2

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Carmichael A. Dominguez, Dist. 3

Matthew E. Ortiz, Dist. 4

Ronald S. Trujillo, Dist. 4

LOT LINE ADJUSTMENT AND CONSOLIDATION

DEAR APPLICANT/AGENT:

In an effort to make your application a smoother process, please include the following:

1. Completed Application with **three (3) folded** copies of preliminary plat.
2. Letter of Submittal
3. Filing Fee (\$130.00)
4. Lot of Record Documentation (warranty deeds prior to 1692, unless it is a previously recorded subdivision plat.)
5. Verification of property being in or outside of the Escarpment Overlay District.
6. Zoning verification (check Zoning Atlas)

All plats must comply with Chapter 14 Land Development Code requirements for final plat approval. Please contact staff in the Land Use Department at 955-6585 for zoning restrictions prior to submittal.

If you need further assistance, please contact my office at 955-6589

Thank you,


Chris Martinez
Planner Senior Tech.

CITY OF SANTA FÉ, NEW MEXICO
P.O. BOX 909, 200 LINCOLN AVE., 87504-0909

CONSOLIDATION & LOT LINE ADJUSTMENT REQUIREMENTS

- I. Submit Application Form**
- II. Transmittal Letter (Detailed)**
 - a. Name of Applicant**
 - b. Address**
 - c. Purpose and Intent**
 - d. Zone District**
- III. Certificate pursuant to Santa Fé, New Mexico Land Subdivision Regulation, Section 3-20-2, N.M.S.A. 1978.**
- IV. Consolidation & Lot Line Adjustment must comply with Zoning Ordinance.**
 - a. Show all existing structures and setbacks.**
 - b. Define second story, building and their roof area.**
 - c. Identify individual units.**
 - d. Give lot area-square feet and acreage.**
 - e. Show a parking layout (for non-residential developments only).**
 - f. Give net leaseable area calculations per lot (for non-residential development only).**
 - g. Show private and common open space.**
 - h. Signature review blocks for Development Review Subdivision Engineer and City Planner.**
 - i. All signatures to be notarized by registered notary.**
 - j. Three copies to be submitted w/application.**
- V. Exhibits (survey plat) to show:**
 - a. Legal access easements and width of easement.**
 - b. Existing utility easements, right-of-way easements and width of easements.**
 - c. Drainage easements w/bearing and distances.**
 - d. New lot lines with bearing distances.**
 - e. Identify old lot lines (Dash-in old lines).**
 - f. Boundary tie must be to a permanent survey monument not a sewer manhole.**
 - g. Give a location and description of all monuments.**
 - h. Show 100 year flood plain limits. (If applicable).**
 - i. Define slopes over 30%. (If applicable, on a separate Topol).**

DEVELOPMENT REVIEW APPLICATION

Project Name _____

Project Location _____

Uniform Parcel Code No. _____

Plat No. _____

ENN/Related Case No. _____

Subdivision Name _____

Lot _____ Block _____ Acreage _____

Owner(s) Name _____

Owner(s) Address _____

Phone No. _____ Cell No. _____

Fax No. _____ E-mail Address _____

Agent(s) Name _____

Agent(s) Address _____

Phone Number _____ Cell Number _____

Fax No. _____ E-mail Address _____

Committee

- ☐ Early Neighborhood Notification
- ☐ Board of Adjustment
- ☐ City Council
- ☐ Historic Design Review Board
- ☐ Planning Commission
- ☐ Summary Committee
- ☐ BCD/DRC

Submittal Date

Proposed Meeting Date

Type of Submittal

- | | | |
|--|---|---|
| <input type="checkbox"/> Amended Development Plan | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Preliminary Development Plan |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Lot Consolidation Adjustment | <input type="checkbox"/> Preliminary Subdivision No. of Lots _____ |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning From _____ to _____ |
| <input type="checkbox"/> Dedication Plat | <input type="checkbox"/> Lot Split | <input type="checkbox"/> Rezoning From _____ to _____ w/Dev. Plan |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Special Exception |
| <input type="checkbox"/> Family Transfer | <input type="checkbox"/> Plat Amendment (Admin.) | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Plat Amendment (PC) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Subd. No. of Lots _____ | | <input type="checkbox"/> Waiver |

New Construction:Single-Family Residence ☐Commercial ☐Multi-Family Residence ☐**Other Construction:**Demolition ☐Remodel ☐Addition ☐Residential ☐Signs ☐Wall/Fence ☐Antenna ☐**Pre-application Meeting:** Date: _____ Case Planner: _____**Preliminary Zoning Review:** Date: _____ Planner: _____**Height Calculation**

Does the project include multi-story new construction, a building addition, and/or a wall or fence which will increase the height?

YES ☐NO ☐

If yes, please provide a written request for an updated maximum allowable height calculation.

What is the proposed height of your project? _____

Construction Cost \$ _____ FEE \$ _____ + \$ 20 Per Poster = \$ _____

I hereby certify that the documents submitted for review consideration by _____ meeting of _____, 200__ have been prepared in accordance with the checklist and meet the minimum standards outlined in Chapter 14 SFCC 1987. Failure to meet these standards may result in rejection of my application. I also certify that I have met with a representative of the city's Zoning staff and verified the attached proposal is in compliance with the city's zoning requirements.

Signature of Owner /Date_____
Signature of Agent / Date